# Model letter 6 (permanent exclusion)

**From a head teacher notifying the parent of a permanent exclusion**

Dear **[parent/carer's name]**

I regret to inform you of my decision to exclude **[child's name]** permanently with effect from **[date]**. This means that **[child's name]** will not be allowed in this school unless **[he/she]** is reinstated by the governing body. Alternative arrangements for **[child’s name]**’s education will be made.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[Child's name]** has been excluded permanently because **[reason/s for permanent exclusion – including sufficient details for the parent/carer to understand].**

As this is a permanent exclusion the governing board must meet to consider reinstating your child. At the hearing you may make representations to the governing board if you wish, and ask them to reinstate your child in school. In the light of its consideration, the governing board can either: decline to reinstate your child; or direct reinstatement of your child immediately or on a particular date. If the governing board decides against reinstatement of your child, you can request their decision to be reviewed by an independent review panel.

The governing board should try to meet by **[date — 15 school days from the date the governing board is notified]**.

If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[name of contact]** on/at **[contact details — address, telephone number, email]**, as soon as possible. **[Pupil’s name]** is also able to attend and participate in the meeting if you feel it is appropriate for them to do so.

You will, whether you choose to make representations or not, be notified by the clerk to the governing board of the time, date, and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You have the right to make a request to hold the meeting via the use of remote access. Please inform **[contact]** if this is your preference when making your request for a meeting. You are advised to consider the following, before requesting a remote access meeting:

• The technology that will be used for the governing board meeting.

• Do you have an appropriate space free from other distractions to enable you to participate fully with a remote access meeting?

• If you have limited access to the Internet, intermittent service, or slower speed Internet, you should not request a remote meeting.

• If you initially ask for a meeting to be held via the use of remote access then decide to withdraw the request, you should inform the governing board without delay. The governing board should without delay, arrange the meeting to be held face to face.

If you think this exclusion has occurred as a result of discrimination as defined by the Equality Act 2010, then you may raise this with the governing board.

We will set work for **[name of child]** to be completed during the first five school days of this exclusion. Please ensure that work set by the school is completed and returned to us promptly for marking **[detail the arrangements for this].**

You have a duty to ensure that your child is not found in a public place during the first five school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification for this. I must warn you that you may be prosecuted or receive a penalty notice from the local authority, if your child is found in a public place during normal school hours, on the specified dates, without reasonable justification.

**[Paragraph for pupils’ resident in your LA]**

From the sixth school day of **[pupil name]**’s exclusion onwards i.e. **[specify date]** the Local Authority will provide suitable full-time education. I have today informed the Ormiston Academies Trust (OAT) of **[pupil name]’s** exclusion and they will contact you directly about the arrangements for **[pupil name]’s** education from the sixth day of exclusion.

**[Paragraph for use if pupil is a Looked After Child]**

As [pupil name] is a Looked After Child, the Ormiston Academies Trust (OAT)will endeavour to arrange alternative provision from the first day following this exclusion.

**[Paragraph for pupils resident outside of your LA]**

From the sixth school day of the exclusion onwards i.e. **[specify** **date]**, **[name of LA where pupil lives]** Council will provide suitable full-time education. I have today informed **[name of officer]** at **[name of local authority]** of your child’s exclusion and they will contact you about the education arrangements from the sixth school day of the exclusion. You can contact them at **[give contact details]**.

You may find the following sources of free and impartial advice and information useful:

The Department for Education’s Guidance for parents and carers on behaviour, suspension and permanent exclusion, which can be found here: <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including on suspensions / exclusions, which can be found here: <https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network>

Coram’s Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.

ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

A copy of the Government’s guidance, ‘*Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement’,* can be downloaded from the Department for Education’s website at: <https://www.gov.uk/government/publications/school-exclusion>.

You may also wish to contact Paul Worts, Senior Exclusions Officer, who can provide advice on the process of exclusion. He can be contacted by telephoning 0207 745 6614or by emailing: [paul.worts@rbkc.gov.uk](mailto:paul.worts@rbkc.gov.uk)

Yours sincerely

**[Name]**

Head teacher